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State Superintendent of Public Instruction

**CALIFORNIA  
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November 9, 2001

To: County and District Superintendents  
Coordinators of School Accountability Report Cards (SARCs)  
Charter School Principals

From: William L. Padia, Director  
Policy and Evaluation Division

Subject: Preparation and Dissemination of SARCs During the 2001-2002 School Year

Ref: PED-SARC 01-02

The purpose of this memorandum is to provide personnel in local educational agencies (LEAs) with information regarding procedures for downloading SARC templates with all of the data that is available to the California Department of Education (CDE) data contained within them. Templates will be provided for all schools reporting enrollment in the California Basic Educational Data System (CBEDS), which are the schools that are required to prepare SARCs. As previously stated in the October 30, 2001 advisory (PED-SARC 01-01), LEAs are not required to utilize these templates as long as reports are prepared and disseminated consistent with the requirements of the law. LEAs choosing to utilize the data and templates prepared by the CDE should read the guidance and follow the instructions provided below.

**System Requirements for PC Users:**

- PC computer running Windows 95, Windows 98, or Windows 2000.
- Web authoring software.

**System Requirements for Mac Users:**

- Macintosh computer running OS 8 or higher.
- Web authoring software.

## Downloading and Editing Instructions:

1. Access the SARC template from the following web address:  
[www.cde.ca.gov/ope/sarc/](http://www.cde.ca.gov/ope/sarc/)
2. Select “Create SARC Template” from the menu of items.
3. Enter User name: *<not displayed on web version>*
4. Enter Password: *<not displayed on web version>*
5. Select your county
6. Select your district
7. Select your school
8. Save the SARC template to your workstation as an HTML document.
9. Open your web authoring software application.
10. Open the SARC template.
11. Edit the document as appropriate.
12. Delete any unused sections.
13. Save the edited document.

**NOTE:** It is possible for electronic files to become corrupted during the downloading process. Once you have downloaded the file to your workstation, please verify the document by checking it against the internet document.

## CDE Technical Assistance

Questions to the CDE regarding specific requirements of the law or its implementation pertaining to the SARC should be addressed by e-mail to the following address:

sarc@cde.ca.gov

Inquiries may also be directed by phone to staff in the Policy and Evaluation Division. Please call Bruce Gordon at (916) 654-6064 or Chris Hartnett at (916), 657-3702. Also, additional information regarding school accountability report cards may be obtained by visiting the CDE’s main SARC web page at the following web address:

[www.cde.ca.gov/ope/sarc/](http://www.cde.ca.gov/ope/sarc/)